

Enterprise Project Portfolio Management using Primavera P6

Duration: 5 days (40 hrs)

Course Outline:

Understanding P6 Data

- Describing Enterprise and Project-Specific data
- Logging In
- Opening an Existing Project
- Opening and Customizing Layouts

Enterprise Project Structure

- Describing Components of EPS

Creating a Project

- Create a project
- Navigating in the Projects Window
- Viewing Project Details

Creating a Work Breakdown Structure

- Defining a Work Breakdown Structure
- Creating the WBS Hierarchy

Adding Activities

- Describing an Activity and its Components
- Describing Activity Types
- Adding Activities
- Adding a Notebook Topic
- Adding Steps to an Activity
- Assigning Activity Codes

Creating Relationships

- Viewing a Network Logic Diagram
- Relationship Types
- Creating Relationships

Scheduling

- Performing a Forward and Backward Pass
- Describing Float

Assigning Constraints

- Applying an Overall Deadline to a Project
- Apply a Constraint to an Activity

Using Reflection Projects

- Creating a Reflection Project
- Merging Changes

Formatting Schedule Data

- Grouping Activities
- Sorting
- Filtering

Roles and Resources

- Describing Roles and Resources
- Viewing Dictionaries

Assigning Roles & Resources

- Assigning Roles to an Activity
- Assign Rates on Roles
- Assigning Resources
- Adjusting Budgeted Units/Time
- Displaying the Resource Usage Profile

Optimizing the Project Plan

- Analyzing Schedule Dates
- Shortening a Project Schedule
- Analyzing Resource Availability

Baselining the Project Plan

- Creating a Baseline Plan
- Display Baseline Bars on the Gantt Chart

Project Execution and Control

- Describing Methods for Updating Schedule
- Using Progress Spotlight
- Statusing Activities
- Rescheduling the Project

Reporting Performance

- Describing Reporting Methods
- Running a Schedule Report
- Creating a report with the Report Wizard